



## **PARENT HANDBOOK**

### **2017-18 School Year**

**4210 Austin Bluffs Parkway  
Colorado Springs, Colorado 80918**

**719.599.KIDS**

**[www.calvary-preschool.com](http://www.calvary-preschool.com)**

**COLORFUL CHRISTIAN SURROUNDINGS**

**ARTISTIC DISCOVERY THRU MATERIALS, MOVEMENT, AND MUSIC**

**LAUGHING, COOKING, AND PRETENDING WITH LITERATURE**

**VIVACIOUS, HIGH SPIRITED AND ENERGETIC GYM CLASSES**

**ARRANGED PARENT/TEACHER CONFERENCES AND COMMUNICATION**

**ROOMS OFFERING VARIETY AND FREEDOM**

**YOUR CHILD MAKES CALVARY SPECIAL**

**PROMOTE A POSITIVE SELF-CONCEPT**

**RESPONSIVE, WARMHEARTED, ENERGETIC STAFF**

**EXTRA SPECIAL OCCASIONS WITH MOMS AND DADS**

**SCIENCE EXPERIMENTS FOR INQUISITIVE MINDS**

**COOKIES, CRAFTS, CRAYONS, AND COMFORT**

**HOPPING, SKIPPING, AND JUMPING INTO FRIENDSHIPS**

**ORGANIZED CENTERS FOR EXPLORATION AND IMAGINATION**

**OLÉ! SPANISH INTRODUCED HERE**

**LOVING TO LEARN AND LEARNING TO LOVE**

## FAITH\*FUN\*FRIENDS

More than just a slogan, these principles guide what and how we teach each day.

**FAITH:** We believe children are an amazing gift from God. It is our heartfelt desire that each child experience God's deep, unconditional love. Through stories, music, and fun, interactive lessons in the classroom and at monthly Chapel, we explore how God shows us His love and how we can share that love with others.

**FUN:** Since our beginning in 1975, Calvary Preschool has been helping children learn through hands-on, play based lessons and activities. The curriculum is well-balanced and includes daily lessons in art, music, math, science, Spanish, interactive centers and weekly P.E. classes.

**FRIENDS:** Social and emotional development is just as important as academic exposure in preparing children for elementary school and beyond. Small class sizes with two loving, caring teachers in each class helps students develop relationships with their peers and with their teachers.

Calvary Preschool provides preschool classes for children who are 2 years to 5 years by October 1 of the year they enter.

Since Calvary Preschool may not have the resources necessary to care for children with some special needs, each inquiry will be reviewed on an individual basis. Reasonable accommodations will be made in compliance with the Americans with Disabilities Act.

**Registration:** A registration form must be completed by the parents/guardians for each child attending the program. The registration fee is due at the time of registration. The first month's tuition is due within two weeks of enrollment (with the exceptions outlined in "Early Bird" promotion). Please note that both the registration fee and tuition are non-refundable except as outlined in the refund policy below. *If the first month's tuition is not paid by the specified due date, the child will be placed on a waiting list until those fees have been collected.*

**Refund Policy:** A registration fee is due at the time of enrollment and is NON-REFUNDABLE. Applicable tuition fees are due at the time of registration also, unless otherwise specified. **Tuition fees are non-refundable with the exception of military families who receive orders requiring them to move out of town or in the event a class cancels due to low enrollment (less than 75% full).** For military relocation, a copy of the orders must be given to the Director, along with a letter stating the child's last day of attendance. Refunds are given in the form of a check, issued by Calvary UMC's accountant; therefore, checks are written only once per week and will be distributed to the Director.

Particularly in the spring and summer months, it is helpful if you notify the school right away (before June 30 if at all possible) should you need to withdraw your child. **Please note that a minimum of two weeks' written notice is expected if it becomes necessary to withdraw your child from the program once the school year has begun.**

**Tuition:** All tuition fees are due on or before the first school day of the month, with a \$10 late fee after the 5<sup>th</sup> school day. Absences cannot be deducted, as the expenses of the school do not fluctuate with the number of children present. Each child is considered to be enrolled for the entire school year or the balance of the year if they enroll once school has started.

There is a 10% discount for each additional child in the family. There is a 10% discount for families that wish to pay the entire balance by August 31. Families who pay in full and have more than one child enrolled may only receive one 10% discount per child.

The year's tuition is divided into nine equal payments for your convenience. This includes holidays and school vacation days. Payment may be made by check, money order, automatic withdrawal from your checking account, or via PayPal from our website, [www.calvary-preschool.com](http://www.calvary-preschool.com). Please make your checks payable to Calvary Preschool. Checks should be placed in the mail slot located on the preschool office door. Due to an increase in returned checks, checks returned by the bank for "non-sufficient funds" will be assessed an additional fee of \$20.

**Session Hours/Late Pick up Fees:** Classes begin at 9 a.m. and dismissal times vary depending on the class your child attends. Please notify the office as soon as possible if you are not able to pick your child up on time. Children sometimes become upset if they are very late being picked up; this helps us to ease any anxiety and to make sure that there is adequate supervision for the child.

Parents who are late picking up children will be charged a late fee to be paid at the time the child is picked up. Parents arriving later than 10 minutes past dismissal time will be charged \$5. After 11 minutes beyond dismissal time, there will be an additional charge of \$1 per minute.

Before school care is also available from 8-9 a.m. for an additional cost of \$30/child/day, billed monthly. For example: 1 child/1 day per week = \$30/mo.; 1 child/2 days per week = \$60 month, etc. You must register for before school care; it is not available as a "drop in" service. Before school care is billed monthly and is a separate charge from monthly tuition.

**Arrivals, Departures, and Authorized Pick-up:** Children should arrive at school on time in order that classroom activities are not interrupted by the arrival of late children. Students miss valuable learning time when they are late arriving. **Each child enrolled in the program must have an Emergency Contact /Permission Form on file with a list of those persons authorized to pick up each child. This form MUST be completed prior to the first day of school.** In the event that it is necessary for someone other than those on the authorized list to pick up a child, a parent must either send a note or telephone the office giving authorization. That person must then be prepared to show identification.

Each family will be issued an ID badge at the beginning of the school year. This badge is to be worn or presented any time you enter the building. If you do not have an ID badge, you will be asked to sign in and out at the front desk. Thank you for your cooperation.

No child is to be "dropped off" at the school. Park your car, and personally escort each child to his/her classroom. Please use the main (east) doors when arriving at or departing from the

building. The same rule shall apply when picking up children. No child will be released from the classroom until the parent or other person authorized to pick up a child personally comes for the child. In the event a child is not picked up, the teacher will be responsible for staying with the child. Calls will be made to those listed on the emergency contact list until someone authorized to pick up the child is reached. In the event no one is reached, the authorities will be contacted.

Each child will be signed in upon arrival at school. Teachers will also account for each child when they leave and return to the classroom. Children are also counted when they reach the playground and when they leave the playground. Children are kept with the class at all times, with the supervision of two adults, except when a child needs to use the rest room, while the other adult remains with the class.

#### **EMERGENCIES:**

**Injury:** In case of an injury, we will make every effort to contact parents immediately. Should this not be possible, our school will contact persons you have listed as an emergency contact. In the event neither parent nor emergency contact can be reached, we will contact your physician and treatment will be given if necessary. *It is the responsibility of parents to notify the school of any changes of emergency contact information.* All staff members have a current First Aid, CPR and Universal Precautions certification. Some staff members have received additional training in Medications Administration.

**Lost child:** In the event a child is missing, one adult will stay with the class while the other adult obtains help from another staff member to search for the child. If the child is not found within ten minutes, police and parents will be notified.

**Fire:** In the event of a fire, the closest staff member will pull the fire alarm. Teachers will evacuate the children from the building in pre-arranged and pre-practiced escape routes.

**Tornado:** In the event of a tornado warning, children will be taken to an interior room until tornado warning is lifted.

**Evacuation:** In the event the building must be evacuated and emergency personnel require us to leave the property, we will walk the children to Rocky Mtn. Calvary Church, located just across the street to the west of Beverly Dr.

#### **MEDICAL INFORMATION:**

**Medical Health Record:** State health regulations require each student to have a yearly physical examination. **In addition, Colorado law and licensing regulations require a current immunization record indicating that immunizations meet Colorado guidelines on the approved form to be submitted to the school before a student can attend class. We do not allow personal or religious exemptions. Medical exemptions must be confirmed by a signed, written note from a physician.**

**Medications:** Children's medications will be kept with the classroom teacher, in an "emergency bag" that travels with them to classrooms, gym, recess, etc. Per state regulations, all medications

must be in the original container, labeled with child's name, and an appropriate care plan signed by a physician and parent are required per state regulations. Prescription medication must be in the original packaging with a pharmacy label. Medications MUST be brought to school on or before the first day of school. A staff member who has taken the state approved Medications Administration class will administer medications.

**Personal Hygiene and Potty Training:** It is required that all children be fully potty trained (**NO Pull-Ups**) before they begin preschool (3 yrs. old). Teachers are able to assist with snaps and zippers, but children should be able to take care of "personal cleanliness." In the event of an accident, the teacher or assistant teacher will help the child change clothes.

For children in "Junior Preschool" undergoing potty training, a change of underwear and clothes should be sent each day the child is in attendance. If your child is in diapers (disposables are preferred) or Pull Ups, please send an adequate supply each day they attend. We appreciate donations of wipes. Teachers wear latex gloves during diaper changes. If your child is allergic to latex, please make sure that the teacher and office staff are informed. We also ask that you provide latex-free gloves.

Over the counter diaper creams may be applied with written parent permission. Please note that if the skin is broken, bleeding or a rash is present we are NOT permitted to treat the affected area without written authorization from a physician.

A supply of clean underwear, pants, and socks will be kept by the school for accidents. Parents will wash the school clothing and return them to school.

**Illness:** To help minimize the spread of illness among our children, please keep your child home if he/she is ill. The following guidelines should help clarify when children should remain home:

- ◆ Fever, diarrhea or vomiting. Child should be free of these symptoms for 24 hours before returning to school
- ◆ A diagnosis requiring antibiotics. Child should be kept home a minimum of 24 hours from the beginning of treatment.
- ◆ Extreme sleepiness, ear pain, fever or excessive nasal discharge.
- ◆ Coughs can linger after an illness or cold. Please check with your healthcare provider for guidance on allowing your child to return to school.

#### **COMMUNICATION, REPORTS AND CONFERENCES:**

**Meet the Teacher Visits:** Your child's teacher will telephone you in mid-to-late August to make an appointment to visit with your child before school begins. This will give you and your child the opportunity to become acquainted with the teachers. These one-on-one visits will be done in the classroom, so that children can get accustomed to their classroom.

**Parent/Teacher "Conversations:"** If you have specific concerns, conferences may be scheduled anytime by appointment. Formal parent/teacher conversations will be scheduled in the spring, and school will not be in session during that time. These meetings are scheduled during the day

and teachers will post a sign up sheet approximately three weeks prior to conference dates. We apologize, but evening conference times are not available, as we share space with the church and the building is used during the evenings for other activities.

**Reports:** Each teacher will put together a portfolio for each child containing observation notes, pictures, work samples and other items that document the child's progress through the year. At Parent/Teacher Conversations in the spring, teachers will go through the portfolio with parents. Portfolios will be sent home at the end of the school year.

**Parent-Teacher Communication:** Teachers will communicate with parents via monthly newsletters, notes on the communication board outside the classroom and regular emails. Please check these places, the school's website and/or Facebook page frequently so that you are kept informed of what is happening in your child's classroom. Daily activity sheets are also posted at the end of class detailing the day's activities.

**Parent Observations:** Parents are welcome to observe the school at anytime. Normally, these visits are best made after September to allow children time to adjust. Please make an appointment with your child's teacher so that your observation may be arranged at a time that will not conflict with the visit of another parent. Visitors **must** stop at the Welcome Desk and sign in so that we can maintain an accurate accounting of who is in the school.

#### **GENERAL INFORMATION:**

**Clothing:** Clothing such as coats, hats, boots, and gloves should be plainly marked with your child's name. Since outdoor play is part of each day's activities, please be sure that your child is dressed appropriately for the day's weather. Closed toed shoes are recommended. Since one of our goals is to help foster independence, it is important that a child's clothing be easily removable by the child. We paint, cut, glue, and play outside—please keep this in mind when dressing your child for school!

**Show and Tell Days:** Your child's teacher will indicate in a monthly letter the days for show and tell. Toys from home should be brought **only** for show and tell. Please do not let your child bring toy guns, toy knives, or any toy of a "weapon" nature at anytime. Thank you for your cooperation in this matter.

**Field Trips/Community Presentations:** Classes may walk to nearby businesses. Children will not be transported in private cars on field trips. Parents will be notified well in advance. Parent helpers will be required. In the event a child arrives at school late and the class has left, that parent has the obligation to either meet up with the class at their destination or to take the child home. People from the community will be invited to the school throughout the year. These may include the Fire Department, Police Department, storytellers, zoo docents, or Department of Wildlife personnel.

**Chapel:** Once a month, the children participate in Chapel. During Chapel, the children learn about God's love and how we can experience God in every day ways such as by helping others, sharing, through nature, etc. Topics are age-appropriate and not specific to any particular Christian

denomination. At Christmas the children learn about the birth of Jesus and at Easter they hear about how Christ offers us new life.

**MISCELLANEOUS INFORMATION:**

**Moving? Life Changes?** Any changes in home address, telephone number, cell phone number, place of employment, or persons to contact in case of emergency should be reported to the school immediately. A minimum of two weeks' written notice is required if you should need to withdraw your child prior to the last day of school.

Sometimes things happen at home that may disturb or temporarily upset your child. Please inform the teacher if your child is upset, or a parent or other family member is ill or out of town.

**Snacks/Lunch:** Snacks and lunches (for students who stay for lunch) are furnished by parents. Your child's teacher will provide a list of snack ideas for you. Water will normally be served as a drink. We encourage nutritious snacks. Health department regulations indicate that snacks should be prepackaged and prepared from commercial sources (i.e. "store bought"); however, homemade treats may be served on special occasions such as a birthday or other party day. We ask that you save sweets for special occasions. Any juice served must be labeled "100% juice" per licensing regulations. Licensing prohibits us from serving sugar-sweetened beverages.

**Food Allergies:** We strive to be an "allergy aware" environment. Because of the severity of peanut allergies, we will not serve snacks that list peanuts or peanut butter as an ingredient. Please be aware that many foods may be "cross contaminated" (meaning they may contain traces of nuts or may have been processed on equipment that has come in contact with nuts); these snacks *may* still be served. Therefore, if your child has a food allergy, you must sign a daily log sheet indicating whether or not your child may eat the snack provided that day. If your child's allergy is severe and requires medications or an Epi-Pen, you will need to have your child's physician fill out a health care plan as required by the state. Any medications kept at school must be in the original pharmacy packaging. We also ask that you provide a "safe snack" for your child to have on hand at school (i.e. a box of graham crackers) so that he/she always has a snack available.

If your child eats lunch at school, you will need to provide a lunch (please, nothing that needs to be heated) and a drink. Please be sure to include utensils if they are needed. We provide ample time for children to eat and encourage them to try the foods that are in their lunch.

**Cubbies:** Each child has a "cubby" or "mailbox" for his or her belongings. We encourage the children to assume responsibility for hanging their coats and backpacks on their hook. Children should not bring toys from home unless it is their specified show and tell day.

**Student Conduct, Guidance and Discipline:** Each staff member at Calvary Preschool has been trained to identify the specific social, emotional and behavioral needs of each child. They have also received training in the implementation of positive teaching practices to help guide a child's behavior in a constructive manner. A child who is being disruptive will quietly be asked to stop the disruptive behavior. If the behavior continues, the child will be removed from the group for a

short time. If disruptive behavior continues, the child will be taken from the classroom until the child is ready to be back in the classroom. Under no circumstances will an adult hit or spank a child.

There may be times when a child may need additional care that our staff is not able to provide. If we feel that a child's behavior endangers the safety of the other children, we will notify the parent/guardians and will have a parent-teacher conference to address those concerns and to develop a plan of action. If it is determined that the plan of action, once implemented, is not sufficient to remedy the problems and the child's behavior continues to endanger others, it may become necessary to suspend the child for a specified amount of time, or to expel them from the program altogether. Suspension or expulsion is a last resort and is only used when it is determined that we are not able to provide the best care for a child. Calvary Preschool will assist caregivers in finding resources such as therapists, mental health professionals, psychologists, etc. as needed.

**Sunscreen:** State regulations require children to use sunscreen or another parent approved form of sun protection prior to outdoor play. Applying sunscreen to an entire group of students would take a great deal of class time away from curriculum-related activities; therefore, Calvary Preschool requires parents apply sun protection before class, so that class time can be used most effectively. *Your signature on the sign in sheet will act as verification that you have applied sun protection.*

**TV/Videos:**

Television and video viewing will be limited to programs or videos which will enhance the curriculum being taught in class. Teachers will supervise and preview videos to ensure they are appropriate for their class. Parents will need to sign a permission slip allowing their child to view the program.

**Volunteer Parents:** There may be an occasional need for volunteer parents. Teachers will ask for volunteers as the occasion arises. Depending on the number of hours an individual would like to volunteer, the school may require fingerprints and background checks be conducted.

**Inclement Weather Policies:** In most instances, we will observe School District 11 closures for inclement weather. If D-11 has a 2 hour delay, we will open at 11:00. Classes that meet from 9-11:30 will NOT be held if there is a delayed start. If D-11 CLOSES for the day, we will close for the entire day. There is no before school care on late start/closure days.

Late starts and closures will be announced on the school's voice mail by 7:30 a.m. (599-KIDS) and will be updated with any additional changes by 10:00 a.m. (i.e. the status changes from a delay to a closure). We reserve the right to call a snow day or late start if we feel the weather is dangerous to parents, staff or children, even if D-11 has not cancelled or delayed. In the rare event that we have a late start or closure that does not follow D-11, teachers will attempt to call and/or email parents to notify them. It is the responsibility of parents to check the delay/closure status. Please be sure to notify your child's teacher of any change to your phone or email information.

In the event of excessively hot or cold weather, children may be kept indoors. The Friendship Hall is generally available for large motor activities so that children will still have opportunities to participate in large motor activities.

**School Year and Holiday Schedule:** Our school year operates from September through May. At the beginning of the school year a list of holiday closures will be sent home. We follow the D-11 calendar for Christmas Break and Spring Break.

**CLASS DESCRIPTIONS:**

Research shows that children learn best through play and meaningful, hands-on experiences. Therefore, we seek to provide children a rich experience through play, art, music, interest centers and other activities that address the varied learning styles of each student.

**2 YEAR OLDS** (Child must be 2 years old by Oct. 1)

This class is designed to help them become more comfortable separating from their primary caregiver(s). Social & emotional development is the primary emphasis. They have the opportunity to interact and make new friends in a safe, loving and nurturing environment. They will experience music, art, story time, gross motor play, as well as snack and lunch time each day.

**3 YEAR OLDS** (Child must be 3 years old by Oct. 1)

The world is a big, wonderful and exciting place! Young preschoolers are in constant motion, exploring and expanding their understanding through play, story time, music, art and gross motor activities. Children will be introduced to some basic academic information through hands-on, developmentally appropriate activities.

**Pre-Kindergarten** (Child must be 4 years old by Oct. 1)

This class is designed to prepare children for kindergarten. Children will learn academic skills necessary to prepare for a successful start in kindergarten through hands-on, developmentally appropriate activities. The children are exposed to a wide variety of activities that encourage creative thinking. They are introduced to some pre-reading and writing skills, but every effort is made not to duplicate the kindergarten experience.

**Special Events:** our first family program is Thanksgiving Feast! The children prepare for Feast as part of their classroom curriculum and then present a program for families in the Centrum. Afterwards, the children enjoy a delicious feast of foods they've prepared—we even cook turkey! In January the Preschool children learn songs to perform at a spaghetti dinner for their dads. In the spring, each Preschool class prepares a program of songs, food, and gifts for mothers for a special Mother's Tea. In the event a parent is unable to attend, another relative or friend may attend with the child (a male guest for Spaghetti Dinner, a female guest for Mother's Tea).

**Dismissal:** Calvary Preschool reserves the right to deny admission to any child. A child may also be asked to leave the program if his/her behavior is so disruptive that the child endangers the well being or emotional health of another child, themselves or the staff. A child may also be dismissed from the program for the following reasons: overdue accounts, failure to resolve discipline problems, continuous late pick up, and failure to provide all enrollment paperwork, or failure to obtain a yearly physical or incomplete immunization.

**Regulation Changes:** The school reserves the right to amend these regulations by omitting or adding to them, as may be necessary, in order to maintain the standard of the school and the welfare of the children. Notification will be given to you if such changes are made.

**CONTACT AGENCIES:**

To file a complaint about child care:  
Colorado Dept. of Human Services  
1575 Sherman St.  
Denver, CO 80203  
(303) 866-5958

To report suspected abuse or neglect:  
El Paso County Social Services Dept.  
105 N. Spruce  
Colorado Springs, CO 80905  
(719) 444-5799

**January 2017**

**Please sign and return this form with your child's paperwork before the first day of school.**

**I agree to comply with the rules and regulations of Calvary Preschool as specified in the Parents' Handbook issued by the school each year. I am aware of the scheduled school holidays. I understand that taking my child out of school early for vacations or other reasons does not alter tuition payment obligations. I understand and agree to the terms and conditions of the school's refund policy and I agree to notify the school two weeks in advance of withdrawal.**

\_\_\_\_\_  
PARENT'S NAME (PLEASE PRINT)

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

